

22 November 1996

Personnel



AFRC POSITION MANAGEMENT AND
CLASSIFICATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: HQ AFRC/DPCC
(Mr. Gregory T. Hylick)
Supersedes FPM 500 Series/AFRES Supple-
ment, 25 January 1995.

Certified by: HQ AFRC/DP
(Col Craig A. Lindberg)
Pages: 22
Distribution: F

This instruction outlines procedures for establishing and maintaining an effective program for the management and classification of all AFRC positions. It implements AFPD 36-5, *Civilian Personnel Resource Management*. This instruction encompasses position management, classification, skills coding, classification appeals, and the establishment of crew chief, small shop chief, and general schedule (GS) and federal wage system (FWS) supervisory positions. It applies to all AFRC air reserve technician (ART) and non-ART appropriated fund civilian positions. It applies to non-AFRC units serviced by AFRC civilian personnel offices (CPO) unless specifically excluded in writing by the unit's parent command. It provides guidelines for HQ AFRC staff elements, numbered air forces (NAF), operating units, and servicing CPOs.

Use in conjunction with FPM 511, *Position Classification*; FPM Supplement (Internal) 930-71, *Recruitment of Air Reserve Technicians Through Competitive Examination (ART Agreement)*; AFI 36-103, *Organizational Responsibility for Personnel Administration and Management*; AFI 36-105, *Civilian Personnel Servicing Arrangements*; AFI 36-502, *Managing Civilian Personnel Resources*; AFI 36-601, *Air Force Civilian Career Program Management*; AFMAN 30-130, volume IV, *Base Level Personnel Data System Civilian (PDS-C) Users Manual*; AFMAN 36-505, *Skill Coding*; AFMAN 36-606, volume 1, *Air Force Civilian Career Program Management*; HOI 40-5, *Civilian Work-Year Management Program (HOI 36-502)*; AFPD 36-14, *Position Management and Classification*; and AFRESI 36-111, *Air Reserve Technician (ART) Officer Career Management Program*. Also use in conjunction with Office of Personnel Management (OPM) classification standards/Introduction to Position Classification Standards.

SUMMARY OF REVISIONS

This revision incorporates the procedures formerly in FPM 500 Series/AFRES Supplement.

Chapter 1— PROGRAM ELEMENTS

4

1.1. Definitions:

4

1.2. ART Central Classification Authority:	4
1.3. Objectives.	4
1.4. Thirty Percent Rule (Mixing ART and non-ART Duties):	5
1.5. Audits and Reviews.	5
Chapter 2— CLASSIFICATION AUTHORITIES FOR AFRC PERSONNEL FUNCTIONS	6
2.1. AFRC Civilian Personnel Functional Positions:	6
2.2. Other Civilian Personnel Functional Area Positions:	6
Chapter 3— RESPONSIBILITIES AND PROCEDURES	7
3.1. AFRC/CC/CV:	7
3.2. HQ AFRC/XPM:	7
3.3. HQ AFRC Functional Offices of Primary Responsibility (OPR)	7
3.4. HQ AFRC/DPC:	8
3.5. NAFs:	9
3.6. Unit Commanders:	10
3.7. Servicing CPOs:	10
3.8. Supervisors/Management:	12
Chapter 4— CORE PERSONNEL DOCUMENTS (CPD)/POSITION DESCRIPTIONS (PD)	14
4.1. Requirements:	14
4.2. Automated Core Document (COREDOC) Programs:	14
Chapter 5— AUTHORIZATION, ESTABLISHMENT, AND FILLING OF ART POSITIONS	15
5.1. UMD.	15
5.2. Classification of Deputy/Full Assistant Positions.	15
5.3. Establishment of Supervisory Positions in Small Shops Versus Small Shop	15
5.4. Crew Chief Positions:	15
5.5. Ten or More Position Changes (AFRC CPOs Only).	16
5.6. Restructuring:	16
Chapter 6— SKILLS CODING	17
6.1. Procedures for Coding ART CPDs/PDs:	17
6.2. Procedures for Skills Coding of Employee Experience:	17
6.3. Instructions to Unit Commanders.	17

AFRCI36-501 22 November 1996	3
Chapter 7— CLASSIFICATION DISAGREEMENTS	18
7.1. Difference of Opinion on ART Classification Matters.	18
Chapter 8— CLASSIFICATION APPEALS	19
8.1. General:	19
8.2. Procedures:	19
Chapter 9— AUDITS AND REVIEWS	20
9.1. General.	20
9.2. IPJ Positions.	20
9.3. Forwarding.	20
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	21
Attachment 2— IMPACT OF THE PERSON ON THE JOB (IPJ)	22

Chapter 1

PROGRAM ELEMENTS

1.1. Definitions:

1.1.1. ART. A full-time civilian employee who is required, as a condition of employment, to maintain active reserve membership in the unit in which employed. In addition to his or her civilian assignment, he or she is assigned to equivalent positions in the reserve organization with a reserve military rank or grade. The Air Force Specialty Code (AFSC) authorized on the Unit Manpower Document (UMD) for the civilian (Part A) and the military (Part B) counterpart position must be equivalent.

1.1.2. UMD. A computer generated product which shows the approved position and grade structure and approved core personnel documents (CPD)/position descriptions (PD).

1.1.3. CPD. A computer generated product which combines the standard PD, performance plan, promotion evaluation patterns, and training plan into a single core civilian personnel document.

1.1.4. Standardized CPD/PD. A single CPD/PD used for a number of like positions. For ART positions, CPDs/PDs prescribe specific duties and responsibilities performed by the incumbent in order to support unit mission requirements.

1.1.5. Crew Chief. An ART Aircraft Mechanic, WG-8852-1, who is responsible for the total airworthiness of one or more assigned aircraft. These may be aircraft that are being prepared for flight test after overhaul, or they may be in operational status. This is not a supervisory position for classification purposes.

1.1.6. Permanently Assigned Aircraft (PAA). Aircraft permanently assigned to an AFRC flying unit.

1.1.7. Backup Aircraft Inventory (BAI). Aircraft temporarily assigned to an AFRC flying unit.

1.1.8. Position Management. A program which provides a balanced mix of skills to accomplish the mission, logical job ladders to support employee development, and career progression.

1.1.9. Skills Coding. Codes which identify the most significant and grade controlling skills requirements of a position.

1.2. ART Central Classification Authority:

1.2.1. AFRC fully supports the lawful principle of equal pay for substantially equal work. AF Supplement to FPM 511-5(1), paragraph 1-4e(6) authorizes AFRC to administer a centralized classification program for ART positions and to establish prescriptive CPDs/PDs.

1.2.2. ART positions are subject to classification laws and are classified according to existing OPM classification standards and DoD and HQ USAF/DPC guidance. Duties and responsibilities performed by an ART solely in a reservist capacity, which military pay rather than civilian pay is received, are not considered in determining the classification of the ART position.

1.3. Objectives. The objectives for managing civilian personnel resources (ART and non-ART) are to

1.3.1. Comply with statutory classification requirements.

1.3.2. Balance mission needs, operational economy and efficiency, skills and career paths, employee development and motivation, and recruitment and retention of competent people.

1.3.2.1. Position management decisions have a direct impact on compensation management, the civilian pay budget.

1.3.2.2. A low cost position structure is very important from an economic standpoint. Significant changes and increases in the duties and responsibilities of a position are required in order to support higher grade levels.

1.3.2.3. Impact of poor position management. Relying solely on raising grade levels of the position structure results in problems such as

1.3.2.3.1. Pay inequity between comparable skill level jobs.

1.3.2.3.2. Escalated salary costs and grade creep.

1.3.2.3.3. Poor internal operations due to ineffective distribution of work.

1.3.2.3.4. Unwarranted organizational growth to accommodate higher graded specialists and managers and unnecessary supervisory levels.

1.3.2.3.5. An unbalanced work force and skill levels as lower level positions are abolished and their duties absorbed into higher grade positions.

1.3.2.3.6. Resentment on the part of higher grade personnel who are required to do lower grade work.

1.3.2.3.7. Violation of the legal requirement of providing employees equal pay for substantially equal work cannot be overlooked.

1.3.3. Maintain standard organizations and position structures.

1.4. Thirty Percent Rule (Mixing ART and non-ART Duties):

1.4.1. By agreement with OPM, ART and non-ART positions are in separate competitive levels because of the ART's condition of employment, which is active Reserve affiliation. Adding more than 30 percent ART duties to a non-ART position or more than 30 percent non-ART duties to an ART position, negates the basis for separate competitive levels. (FPM Supplement (Internal) 930-71.)

1.4.2. Whether the position is ART or non-ART, additional duties assigned must be in keeping with the purpose and functional intent of the position to which the duties are added. Such duties must also be comparable to the knowledge, skills, and abilities required by assigned position. (FPM Supplement (Internal) 930-71.)

1.5. Audits and Reviews. ART organizations and positions are subject to normal classification audits and reviews, the same as non-ART organizations and positions. (See chapter 9.)

Chapter 2

CLASSIFICATION AUTHORITIES FOR AFRC PERSONNEL FUNCTIONS

2.1. AFRC Civilian Personnel Functional Positions:

2.1.1. HQ USAF/DPC has classification authority for:

2.1.1.1. Director of Civilian Personnel.

2.1.1.2. Civilian personnel officers.

2.1.1.3. Civilian personnel advisors to NAF commanders.

2.1.2. Submit re-described positions, positions proposed for reclassification, and new positions being established through HQ AFRC/DPC to HQ USAF/DPC for approval before implementation.

2.2. Other Civilian Personnel Functional Area Positions:

2.2.1. HQ AFRC/DPC approves initial allocation and reclassification of:

2.2.1.1. Chief, Classification.

2.2.1.2. Chief, Employee Development and Training.

2.2.1.3. Chief, Labor and Employee Management Relations.

2.2.1.4. Chief, Affirmative Employment.

2.2.1.5. Chief, Systems Management.

2.2.1.6. Civilian personnel specialists assigned to satellite/ branch offices.

2.2.1.7. Any other supervisory or program manager positions within the CPO and satellite CPO.

2.2.2. When AFRC CPOs propose to establish or reclassify a position identified in paragraph 2.2, send proposed CPD/PD and evaluation statement to HQ AFRC/DPC for approval and justification of recommended allocation before effecting position changes.

Chapter 3

RESPONSIBILITIES AND PROCEDURES

3.1. AFRC/CC/CV: (NOTE: Functional staff specialists (other than HQ AFRC/DPCC staff members) at both the HQ AFRC and NAFs are prohibited from suggesting or advocating adjustments to the series or grade levels of authorized ART and non-ART positions.)

3.1.1. Establish position management policy for the command.

3.1.2. Review reports on average grade/high grade trends provided by HQ AFRC/DPC and HQ USAF/DPC.

3.1.3. Determine and initiate corrective action to resolve position management problems in individual units and on a command-wide basis.

3.2. HQ AFRC/XPM:

3.2.1. Establishes and maintains organizational structures to ensure mission accomplishment and maximize productivity and economy of operation.

3.2.2. Establishes and maintains the UMD. Updates UMD, Part A, civilian position data using information provided by HQ AFRC/DPCC, for ART positions (for example, title, pay schedule, series, grade, and CPD/PD number) are included on the UMD, Part A.

3.2.3. Coordinates changes in ART position authorizations with HQ AFRC/DPCC before changes are input into the Command Manpower Data System.

3.2.4. Provides HQ AFRC/DPCC with the most current UMD by the date specified in the programming plan or as requested for unit activation's, conversions, reorganizations, etc.

3.2.5. Provides HQ AFRC/DPCC, upon request, automated listings/products (ART only) necessary to manage the ART position management and classification program.

3.3. HQ AFRC Functional Offices of Primary Responsibility (OPR)

3.3.1. In conjunction with HQ AFRC/DPCC, develop ART CPDs/PDs which comply with classification requirements.

3.3.2. Assign duties to ART positions consistent with military AFSC, function, and mission of the unit involved.

3.3.3. In coordination with NAF functional OPRs, develop and provide draft ART CPDs to HQ AFRC/DPCC within 90 days of authorized fill action date, documenting if position is incumbered and if incumbent is qualified. Also, provide appropriate justification of proposed upgrade.

3.3.4. Review and provide comments to HQ AFRC/DPCC regarding new and revised classification standards which cover AFRC positions (ART and non-ART).

3.3.5. Keep HQ AFRC/DPCC abreast of program changes which have the potential for impacting AFRC organizations and position structures (ART and non-ART).

3.3.6. Provide HQ AFRC/DPCC with information regarding occupations, crafts, trades, equipment, etc., when required in the classification of positions (ART and non-ART).

- 3.3.7. Standardize organizational structures for like units throughout the command (same weapon system, unit equipped/associate).
- 3.3.8. Comply with command's position management policy.
- 3.3.9. Review ART organizational structure every four years.
- 3.3.10. Review organizational change requests; approve or disapprove; and forward approved requests to HQ AFRC/DPCC with:
 - 3.3.10.1. Revised or new CPDs.
 - 3.3.10.2. Organizational structure charts (wiring diagrams) showing the pay-plan, series, and grade of all ART and non-ART positions.
 - 3.3.10.3. Impact of changes on other positions within the unit and on other units.

3.4. HQ AFRC/DPC:

- 3.4.1. Classifies all ART positions except enlisted ART positions in the logistics complex at associate units.
- 3.4.2. Prepares and issues properly classified CPDs/PDs based upon CPDs/PDs received from HQ AFRC OPRs.
- 3.4.3. Issues standardized non-ART CPDs/PDs.
- 3.4.4. Uses AFRC Form 77, **Position Evaluation-Wage Grade Supervisors**, to document the final grade of full-time FWS supervisory positions.
- 3.4.5. Reviews classification consistency of AFRC ART and non-ART positions.
- 3.4.6. Maintains master file of all ART CPDs/PDs.
- 3.4.7. Provides
 - 3.4.7.1. Copies of applicable ART CPDs/PDs and required evaluation statements to AFRC units, commanders, servicing CPOs, and the OPM Special Examining Unit, using AFRC Form 27, **Position Classification Action (PCA)**.
 - 3.4.7.2. ART civilian position information (for example, title, pay schedule, series, grade, and ART CPD/PD number) to HQ AFRC/XPM for inclusion in the UMD by using AFRC Form 27.
 - 3.4.7.3. Copies of draft classification standards to HQ AFRC OPRs and servicing CPOs for their comments, as appropriate.
 - 3.4.7.4. When appropriate, information regarding adverse trends to functional OPRs and AFRC/CV, and recommends corrective actions.
 - 3.4.7.5. ART CPDs/PDs to subordinate installations for implementation.
- 3.4.8. Makes classification advisory decisions as requested by HQ AFRC OPRs for ART positions and AFRC CPOs on ART and non-ART positions.
- 3.4.9. Since organizational functions and operating conditions vary to some degree at each base, evaluates each CPD/PD to ensure it is an accurate description of the local positions covered.

- 3.4.10. Audits selected ART and non-ART positions as needed when conducting occupational studies, applying new standards, etc. (See chapter 9.)
- 3.4.11. Reviews unit level ART position structures using the Defense Civilian Personnel Data System (DCPDS). Advises HQ AFRC functional OPRs of unauthorized deviations from the standard structure and provides recommendations for corrective action.
- 3.4.12. Assigns skills codes and percentages of time to ART positions. (See chapter 6.)
- 3.4.13. Advises HQ AFRC OPRs, unit commanders, and servicing CPOs of classification appeal decisions which impact AFRC positions.
- 3.4.14. Forwards all position action requests that are not in agreement with the approved mission, manpower, and administrative authority to HQ AFRC/XPM or the HQ AFRC functional OPR, as appropriate, for review and approval/disapproval.
- 3.4.15. Analyzes and monitors position management actions, including high grade positions, average grade, and supervisor-employee ratio trends to determine causes for escalation, and recommends alternatives, as appropriate.
- 3.4.16. Evaluates proposed changes to standardized organizational structure. Recommends alternate actions to comply with position management policy.
- 3.4.17. Reviews ART organizational structures from a position management and classification standpoint at least once every 4 years.
- 3.4.18. Identifies and reports organization and structure deficiencies to HQ AFRC/XPM or AFRC/CV, as appropriate.
- 3.4.19. Approves or disapproves all ART and non-ART GS-13 and above positions.
- 3.4.20. Maintains CPD/PD accuracy rate of 90 percent at all times.
- 3.4.21. Maintains a classification accuracy rate of 95 percent at all times.

3.5. NAFs:

- 3.5.1. Provide HQ AFRC OPRs with coordinated NAF recommendations for changes in ART civilian grade structure, supervisory structure, etc.
- 3.5.2. Promote standardized civilian position grade structures for like organizations (ART positions only).
- 3.5.3. Review and either disapprove or recommend approval to HQ AFRC functional OPR proposed changes in ART CPDs/PDs emanating from the units.
- 3.5.4. Support AFRC objectives on position management.
- 3.5.5. Take no action that unnecessarily raises the average grade.
- 3.5.6. Refrain from commenting on accuracy of ART position classifications during staff assistance visits and evaluations of their unit and base level functions.
- 3.5.7. Recommend changes in organizational structure to HQ AFRC functional OPR. Evaluates and refers all actions recommended by NAF units.

3.5.8. Consider compliance with AFRC position management guidance when evaluating subordinate supervisors.

3.6. Unit Commanders:

3.6.1. Upon receipt of AFRC Form 27, specifying a new or changed ART authorization, initiate Standard Form (SF) 52, **Request for Personnel Action**, to establish and fill ART position. If the position cannot be filled due to budget constraints, lack of available candidates, etc., it is at least established in DCPDS.

3.6.2. Establish ART positions at the authorized grade shown on the UMD, Part A, prior to any subsequent action such as restructuring the position for fill purposes.

3.6.3. When manpower authorizations are lost within a work function, initiate action to cancel the appropriate number of positions (ART and non-ART).

3.6.4. When requesting that a civilian position be ARTed, provide a copy of the civilian CPD/PD to HQ AFRC/DPCC. If a higher grade is requested, submit appropriate justification of how work has changed.

3.6.5. Ensure that supervisors assign duties to ART positions in the manner prescribed in the CPD/PD. (See chapter 4.)

3.6.6. May not misclassify or direct the misclassification of any position.

3.6.7. Support AFRC position management policy.

3.6.8. Establish and maintain position structures which comply with command's position management policy.

3.6.9. Review position management actions and take appropriate action regarding position/organizational deficiencies.

3.6.10. Evaluate managers/supervisors annually to ensure compliance with AFRC position management policies.

3.6.11. Make assignments of duties to subordinate positions commensurate with authorized position structures of command standardized organizations.

3.6.12. Initiate no personnel actions that unnecessarily increase personnel costs, raise the average grade level, or do not comply with OPM classification standards.

3.7. Servicing CPOs:

3.7.1. Maintain position classification authority for all serviced non-ART positions, except those designated in paragraph 2.1 and paragraph 2.2.

3.7.2. Establish the position in DCPDS, ensuring data includes UMD line number for ART and non-ART positions.

3.7.3. Fill ART positions consistent with the manpower authorizations shown in the UMD, Part A. The local servicing classifier assists in restructuring positions for fill purposes. Assigns position numbers to restructured positions according to AFMAN 30-130, volume IV/AFRC Supplement 1.

3.7.4. May process minor modifications to ART CPDs/PDs which do not impact the title, pay schedule, series, grade, or the nature and purpose of the position. Return without action to management changes proposed which impact the classification assigned by HQ AFRC/DPCC as described in paragraph 3.7.10.

3.7.5. Conduct classification reviews of AFRC organizations upon request and provide a narrative report to HQ AFRC/DPCC when problems arise with the classification assigned to any ART position.

3.7.6. Conducts audit of changes when revised ART CPDs/PDs deviate sufficiently from recommended classifications supported by classification analyses. (See chapter 9.)

3.7.7. Notify HQ AFRC/DPCC:

3.7.7.1. When a situation occurs which impacts the grade assigned to an ART supervisory position. Include in the notification a brief narrative description of the change and the recommended grade to be assigned.

3.7.7.2. When local management declines to conform with an ART CPD/PD. Include in the notification, in writing, work situations not consistent with approved ART CPDs/PDs.

3.7.7.3. When information is received that OPM, DoD, HQ USAF, or other authority has changed the classification of any AFRC position, ART or non-ART. Include in the notification:

3.7.7.3.1. Complete case file according to appendix 4 of the OPM Introduction to the Position Classification Standards, and the Operating Manual for the Federal Wage System.

3.7.7.3.2. Number of identical or substantially similar positions at the installation to which the position is assigned.

3.7.8. (AFRC CPOs only.) Maintain a classification accuracy rate of at least 95 percent at all times. May use the formal classification survey to accomplish program accuracy.

3.7.9. (AFRC CPOs only.) Maintain a CPD/PD accuracy rate of at least 90 percent.

3.7.10. When proposed classification is contrary to the classification decision of a technically qualified classification specialist, provide the following to HQ AFRC/DPCC for approval/disapproval:

3.7.10.1. Approved CPD/PD certified by the employee, the certifying supervisor, and the classification specialist.

3.7.10.2. Approved organizational chart and functional statement.

3.7.10.3. Comprehensive evaluation statement prepared by the position classification specialist.

3.7.10.4. All other background information.

3.7.11. Notify HQ AFRC/DPCC in writing when any classification action of an AFRC position is proposed by means of impact of person on the job (IPJ). Include with the notification a copy of the current CPD/PD and the "Impact of Person on the Job-Amendment to Position Number _____" outline (attachment 2) supporting the IPJ action. When the impacted position is vacated, the IPJ amendment is no longer considered a part of the CPD/PD and the position, therefore, reverts to the original classification. Document the following requirements in order to consider recognition of IPJ:

3.7.11.1. Evidence that the IPJ is so significant that the job is graded one grade higher than otherwise derived from the applicable classification grading standards.

- 3.7.11.2. Recognition of IPJ determinations other than special attributes of the employee. Impact of the incumbent is documented on the IPJ amendment outline to include all the factors contributing to the IPJ determination. The amendment becomes a part of the established CPD/PD which is being impacted.
- 3.7.11.3. Audit the proposed impacted position to verify the validity of impact. Audits are also required whenever organizational changes occur that affect the duties and responsibilities performed by an IPJ position, thus impacting the IPJ determination. (See chapter 9.)
- 3.7.12. (AFRC CPOs only.) Provide the following information to HQ AFRC/DPCC when classification advisory assistance is requested:
- 3.7.12.1. A copy of the proposed CPD/PD and substantiating analysis recommending a title, series, and grade.
 - 3.7.12.2. A copy of the appropriate organizational chart and functional statement.
 - 3.7.12.3. All relevant comments and information regarding the proposed position.
- 3.7.13. (AFRC CPOs only.) Adhere to advisory allocations for non-ART positions rendered by HQ AFRC/DPC.
- 3.7.14. Adhere to advisory allocations for enlisted ART positions in integrated aircraft maintenance functions at associate units as decided by the civilian personnel directorate at the host major command after consultation with HQ AFRC/DPCC.
- 3.7.15. Provide the unit commander periodic information and advice regarding the unit position management program status. Use formal position management reports as necessary.
- 3.7.15.1. Determine the report format.
 - 3.7.15.2. Address those areas of significance observed by the CPO.
 - 3.7.15.3. If unit deficiencies exist, such as span of control, job dilution, and excessive layering, identify them and include correction.
 - 3.7.15.4. Provide a copy of the report to HQ AFRC/DPCC.
- 3.7.16. Provide the unit commander annual information reflecting average grade, salary, and (or) information showing causes of upward trends.
- 3.7.17. Refer all proposed actions by managers/supervisors that are inconsistent with AFI 36-502 and AFRC procedures on position management to the AFRC unit commander for final decision.
- 3.7.18. Review all proposed non-ART high grade positions (GS-13 and above), determine tentative classification, and forward all AFRC positions with supporting documentation to HQ AFRC/DPC for approval. Include CPD/PD, evaluation statement, organizational chart, and functional statement. Due to possible employment restrictions and budgetary implications, do not establish positions until written approval is received from HQ AFRC/DPC. (AFI 36-502.)
- 3.7.19. Assign supplemental skills codes and percentages of time to ART CPDs/PDs, as necessary, to accommodate minor changes and special work situations. (See chapter 6.)

3.8. Supervisors/Management:

- 3.8.1. Explain the classification of employees' positions to employees.

3.8.2. Provide employees with a copy of his or her classified CPD/PD; explain the performance requirements; and obtain appropriate signatures.

3.8.3. Certify the continual applicability of the employee's CPD at the beginning of each performance rating cycle.

Chapter 4

CORE PERSONNEL DOCUMENTS (CPD)/POSITION DESCRIPTIONS (PD)

4.1. Requirements:

4.1.1. CPDs/PDs outline the nature and purpose of ART positions. Any additional duties locally assigned are to be closely related to those outlined in the ART CPD/PD.

4.1.2. Neither ART nor non-ART CPDs/PDs should contain any language which infers, or makes reference to, specific job qualification requirements which do not affect the classification of the position. Also, unless a position is classified in one of the professional occupational series (engineering, scientific, medical/physician, etc.), CPDs/PDs should not reference any educational requirements or specialized training needed for qualification in the position. (FPM Supplement (Internal) 930-71 and OPM Handbook X-118.)

4.1.3. All ART CPDs/PDs must have the following statements:

4.1.3.1. "The incumbent's regular assignments consist primarily of ART duties; however, the incumbent may be assigned some non-ART duties, generally not to exceed 30 percent of total responsibilities."

4.1.3.2. "Incumbent may be required to fly in commercial and military aircraft to perform temporary duty assignments."

4.1.3.3. ART officer positions also require the following statement: "This is a designated mobility position. Incumbent must be willing to move/transfer to another unit/location on a lateral or promotion as directed by HQ AFRC."

4.2. Automated Core Document (COREDOC) Programs:

4.2.1. The use of COREDOC does not change or eliminate the basic laws or the rules and procedures of civilian personnel functions.

4.2.2. COREDOC includes an option for automated classification.

4.2.3. HQ AFRC/DPCC is the overall command program manager for COREDOC software.

4.2.4. Procedures for servicing CPOs:

4.2.4.1. Implement COREDOC as a total personnel program.

4.2.4.2. Train the users in the operation of the COREDOC software.

4.2.4.3. Periodically publish the responsibilities of supervisors and managers regarding COREDOC implementation.

Chapter 5

AUTHORIZATION, ESTABLISHMENT, AND FILLING OF ART POSITIONS

5.1. UMD. Positions are classified and authorized on the UMD at the journeyman grade level. The civilian grades shown on the UMD are maximum grades. Positions may be established and filled at a lower grade level at the discretion of the local AFRC management official; however, supervisory positions are normally not restructured.

5.2. Classification of Deputy/Full Assistant Positions. Comply with criteria in OPM General Schedule Supervisory Guide for classification of deputy/full assistant positions, and HQ AFRC/XPM instructions.

5.3. Establishment of Supervisory Positions in Small Shops Versus Small Shop Chief Positions:

5.3.1. An employee exercising authority for technical direction, coordination, and oversight of other workers in accomplishing trades and labor work does not necessarily make the position supervisory. A supervisor performs those duties as a regular and recurring part of the job and on a substantially full-time and continuing basis. The requirement for supervision is "paramount" in the position in order to accomplish the primary duties and responsibilities of the job. Positions that meet the criteria for classification as a supervisor may be established over small shops or work operations that require only a few (that is, at least five subordinates) FWS journeyman employees. However, the establishment of such supervisory positions in a very small work operation may have an adverse impact on the base level non-supervisory journeyman work supervised. The journeyman grades may be reduced due to the amount of supervision received. The establishment of supervisory positions over small shops of journeyman employees seriously inhibits the planning, judgment, decision making, and other aspects of responsibility which are required at journeyman grade levels.

5.3.2. If a position is needed to be responsible for technical direction, coordination, and oversight of a small (that is, from two to four subordinates) FWS work operation, a small shop chief position is appropriate. Such positions should be established when it is not management's intent to have as a "paramount" requirement, substantially full-time supervision. The establishment of a permanent small shop chief position is not an additional manpower authorization. Instead, it is the reclassification of an existing journeyman position based on the additional duties and responsibilities assigned. Such positions are very similar to those of a crew chief. Positions operating in this manner are graded on their nonsupervisory work with one grade added over the full performance level supervised. A small shop chief position is significantly limited as to the range of responsibility in planning, work direction, and administration and is not a supervisory position for classification purposes. One or two-worker shop operations are excluded from this definition even though one worker is held fully and technically responsible for the shop.

5.3.3. The UMD, Part B, counterpart position of the new ART position is normally the most senior military authorization.

5.4. Crew Chief Positions:

5.4.1. One ART crew chief position is authorized for each PAA. A temporary crew chief position may be established for each temporarily assigned aircraft. Authorizations are based on data provided by HQ AFRC/LG and HQ AFRC/DPCC.

5.4.2. A crew chief position is not an additional manpower authorization to the normal complement of Aircraft Mechanic, WG-8852-10, positions. Instead, it is the cancellation of an existing WG-10 position and establishment of a WG-11 position. The UMD, Part B, counterpart authorization of the ART position is normally the most senior military grade. If a unit permanently loses/gains a PAA aircraft, HQ AFRC/LG notifies HQ AFRC/DPCC to make appropriate adjustment in crew chief authorizations. The UMD, Part A, reflects authorized permanent crew chief positions based on the number of PAA assigned to the unit.

5.4.3. HQ AFRC/DPCC authorizes, at the request of HQ AFRC/LG, a temporary crew chief position for each BAI. The position does not exceed two years or the loss/conversion of a BAI, whichever occurs earlier. This temporary position is established against an existing permanent WG-10 authorization and is identified on the UMD, Part A, as WG-10. HQ AFRC/LGM evaluates the situation if the BAI remain at the same unit for at least two years. They determine if the BAI is to be permanently assigned to the unit.

5.4.4. AFMAN 36-203, Staffing Civilian Positions, and other governing regulations determine if temporary crew chief positions are to be filled competitively or noncompetitively.

5.4.5. HQ AFRC/DPCC provides a memorandum for implementation certifying establishment of a new crew chief position. Upon receipt of the memorandum, the unit initiates position fill action. The receipt of additional aircraft is not an automatic authority to establish an additional crew chief position. HQ AFRC/DPCC must provide such authority.

5.4.6. HQ AFRC/DPCC and HQ AFRC/LG periodically review and assess the effectiveness of this procedure and make adjustments as necessary.

5.5. Ten or More Position Changes (AFRC CPOs Only). Obtain approval from HQ AFRC/DPCC before implementation of any personnel action which will impact the classification of 10 or more serviced positions.

5.6. Restructuring:

5.6.1. Any restructuring of an ART position must be within the same line of work leading to the target grade of the position.

5.6.2. In cases where the unit commander desires to restructure an ART position to a lower grade for fill purposes, the commander has the authority to modify the ART CPD/PD. This can be done by deleting or lining out significant grade controlling duties, rewriting the ART CPD/PD, or developing a statement of differences to reflect the variance between the journeyman and the lower grade restructured position.

5.6.3. Whichever method of restructuring is used, the local servicing classifier is consulted to ensure that only the grade level of the ART position changes, not the job title or series. However, in rare cases the job title would change as well as the grade; for example, when restructured, the position of Airplane Flight Instructor, GS-2181-13, becomes Airplane Pilot, GS-2181-9/11/12.

Chapter 6

SKILLS CODING

6.1. Procedures for Coding ART CPDs/PDs:

6.1.1. HQ AFRC/DPCC:

6.1.1.1. Assigns a basic skills code set or sets and percentage of time to ART CPDs/PDs. (See chapter 3.)

6.1.1.2. Assigns the basic skills code set to ART officer positions according to the centrally managed Air Force Civilian Career Program Management. (See AFI 36-601 and AFMAN 36-606, volume 1, chapter 21).

6.1.2. Servicing CPOs:

6.1.2.1. May add skills code sets, shreds, subshreds, and percentages of time as appropriate, ensuring that the classification of the job is not impacted.

6.1.2.2. Follows the procedures in paragraph 3.7 when the locally assigned codes and percentages either exceed those assigned by HQ AFRC or impact the classification (pay plan, series, title, or grade) of the position.

6.2. Procedures for Skills Coding of Employee Experience:

6.2.1. The servicing CPO:

6.2.1.1. Codes employee's experience from OF 612, **Optional Application for Federal Employment**.

6.2.1.2. Records in ink the classification and skills code for each experience entry block on the OF 612.

6.2.1.3. Initials, and dates each entry and any subsequent changes.

6.2.1.4. Posts an appropriate remark such as "insufficient to code" or "no counterpart skills in Federal service," if experience block cannot be coded.

6.2.1.5. Gives the employee the opportunity to provide additional information if OF 612 is insufficient to determine skills codes, or if there is a conflict in times/dates with other experience entries.

6.2.1.6. Enters coded experience in DCPDS.

6.2.1.7. Follows the procedures in chapter 3 when an OF 612 of an ART shows duties which affect the classification or intent of an AFRC classified ART CPD/PD.

6.2.1.8. Periodically publicizes the skills coding process and explains how skills codes are used in the merit promotion process.

6.3. Instructions to Unit Commanders. Follow the procedures in chapter 3 when the locally assigned codes and percentages either exceed those assigned by HQ AFRC or impact the classification (pay plan, series, title, or grade) of the position.

Chapter 7

CLASSIFICATION DISAGREEMENTS

7.1. Difference of Opinion on ART Classification Matters. When there is a difference of opinion between the servicing CPO and the unit commander which cannot be resolved at the local level

7.1.1. Submit the case to HQ AFRC/DPCC for resolution.

7.1.2. The servicing CPO classifier assembles all appropriate documents (that is, current and proposed CPDs/PDs; evaluation statements; written statements to support the rationale of the classification opinion; etc.) and coordinates them through the unit commander to HQ AFRC/DPCC.

7.1.3. The unit commander attaches a summary of his or her opinion to include why he or she disagrees with the CPO classifier. Process non-ART classification matters through servicing CPO command channels, and furnish an information copy to HQ AFRC/DPCC.

Chapter 8

CLASSIFICATION APPEALS

8.1. General:

- 8.1.1. AFRC resolves employee questions or challenges of their officially assigned position title, series, or grade at the lowest possible level in a timely and informal fashion.
- 8.1.2. Contentions which cannot be resolved informally are processed in the most expeditious manner according to governing regulations.

8.2. Procedures:

- 8.2.1. Follow instructions in appendix 4 of the OPM Introduction to the Position Classification Standards and the Operating Manual for the Federal Wage System.
- 8.2.2. HQ AFRC/DPCC provides evaluation statements and obtains HQ AFRC functional OPR's certification of the ART CPD/PD.
- 8.2.3. HQ AFRC functional OPR certifies ART CPD/PD.
- 8.2.4. When all efforts to informally resolve an employee's complaint are unsuccessful, the employee may file a formal classification appeal. (See appendix 4 of the OPM Introduction to the Position Classification Standards, and the Operating Manual for the Federal Wage System.)
- 8.2.5. When an employee appeals the classification of an AFRC ART position, the servicing CPO:
 - 8.2.5.1. Forwards the complete appeal file to HQ AFRC/DPCC, along with the servicing CPO's classification analysis, recommendations, and other required documents.
 - 8.2.5.2. Immediately notifies the appellant of the referral.
- 8.2.6. When an employee appeals the classification of an AFRC non-ART position, the servicing CPO:
 - 8.2.6.1. Forwards the complete appeal file to the DoD Civilian Personnel Management Service or to OPM, as appropriate. These offices provide classification appeal adjudication services for all DoD components. The appeal file contains the servicing CPO's classification analysis, recommendations, and other required documents.
 - 8.2.6.2. Notifies HQ AFRC/DPCC and HQ USAF/DPCC. Notification includes the position location and the requested new classification.

Chapter 9

AUDITS AND REVIEWS

9.1. General. When an audit reveals the actual work situation to be different:

9.1.1. Supervisors adjust duty assignments to conform to the ART CPD/PD. If this is not possible, supervisors and management officials may request a change in CPD/PD.

9.1.2. Obtain an evaluation statement from the servicing CPO classification specialist to document support or nonsupport of the recommended changes based on an audit.

9.1.3. Submit proposals for changes in ART position/grade structures through command channels to HQ AFRC functional OPRs, including status of the position (filled or vacant); if incumbered, the qualification of incumbent for updated/reclassified position.

9.2. IPJ Positions. See paragraph 3.7.11.3.

9.3. Forwarding. Forward all audit findings to HQ AFRC/DPCC.

DAVID S. SIBLEY, Brig Gen, USAFR
Assistant Vice Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AFSC—Air Force Specialty Code

ART—Air Reserve Technician

BAI—Backup Aircraft Inventory

CPO—Civilian Personnel Office

CPD—Core Personnel Document

COREDOC—Automated Core Document (COREDOC) Program

DCPDS—Defense Civilian Personnel Data System

FWS—Federal Wage System

GS—General Schedule

IPJ—Impact of Person on the Job

NAF—Numbered Air Force

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

PAA—Permanently Assigned Aircraft

PD—Position Description

UMD—Unit Manpower Document

Attachment 2**IMPACT OF THE PERSON ON THE JOB (IPJ)**

Amendment to Position Description Number_____.

Title_____.

Pay Plan, Series, Grade_____.

Organization_____.

Note: How to Use This Outline

This amendment cites the differences between the position description of record and how the position is actually operating at the time. Each case may address different factors. Any or all of paragraphs 1-7 may be used as necessary. The information portrayed here forms the basis for adding an additional grade for IPJ. The unit commander signs the statement at the bottom of IPJ amendment. The immediate supervisor also signs page 1 of CD or Block 9 of PD. Upon vacancy, the position reverts to the original classification.

1. Changes in Duties:
2. Kinds and Importance of Authorities Delegated:
3. Nature of Supervision:
4. Results of Originality and Inventiveness:
5. Nature of Relationships Developed:
6. Recognition as Expert or Consultant:
7. Other Supporting Significant Information: I certify that funds are available to cover this action. I have reviewed the applicable OPM and AF classification guidance regarding impact of the person on the job and determined that the individual's contributions warrant the addition of a grade for that reason. I understand that upon vacancy, the position reverts back to the previous grade.